

## **Agenda for the Mile High Area Service Committee Meeting August 2015**

### **1. Opening Prayer**

Serenity Prayer, Kerry W

Reading of 12 Traditions, Alan T

12 Concepts of Narcotics Anonymous, Dan M

### **2. Please submit literature orders now as they are only accepted until the break. (Please use current order forms)**

### **3. Welcome new GSRs, GSRA's and visitors. If you are new, please tell us your name. Request mentors for new GSR**

GSRA's/Brian, Southern Serenity

9<sup>th</sup> & Emerson

Jim

Back to Basics

Brian/Val GSRA

Still Awake Still Dreaming

Travis

Spiritual Awakenings

Recognize anniversaries: A monthly list will be passed around so the Area Secretary can include in the monthly minutes a list of all anniversaries.

Alan T 27

Caroline B 31

Seku 17

Dan M 7

Matt G 4

Brian C 2

Susan 7

### **4. Approval of July Minutes - APPROVED**

Lindsey wasn't sure if the July 2015 xcel spreadsheet she sent to Lena was attached to minutes.

Lena will double check & send them out just to make sure. Thanks Lindsey.

Dan mentioned the submission of brief PR report that was not included.

Lena apologized for not including the email sent. I did not know it was an actual report.

## 5. Administrative Reports

**Chair – Kerry W, No Report**

**Vice Chair – VACANT, NO REPORT**

**Secretary - Lena S**

A Subcommittee POC list requested by RCM, Brendan was completed and sent to him. Questions raised by Area members concerning distribution of such information due to professional credibility/anonymity, etc. Area Secretary assured all individuals that this Subcommittee list would only be kept as MHASC information and was only distributed to RCM which would be used for effective communication tool for future scheduling, etc.

I will be passing around a list to confirm emails/POC's for individuals receiving Area minutes as a follow up to the audit/perge promised to the Area. Expected completion date of this project is October 2015.

Thank you for letting me be of service.

**TREASURER REPORT – Lindsey**

**Treasurer Area Report Aug 2015**

**Account doesn't balance → new opening balance. Lit & Activities same as after last area**

**Lit is negative - Leave as is?**

Report for minutes – projector

Example of what will be in minutes - sent 2 days after area, not included in minutes

July Closing Report –

Typical (SUMMARY)

This Month's (July Close)

**Fraud – New Account, etc.**

**On July 8, I ordered new checks which the banker said they would arrive in 5-7 business days. 5 days later, I went back to the bank to verify the address where they were sending the checks. I wanted to be sure to let Karl know to look for them around when they would arrive. The banker said they were sent to an address on Lafayette Street, which was the mailing address they had for us – this was the first problem [It used to be the PO Box, and I am not sure when it changed]. I was immediately concerned with blank checks of ours being sent to an unknown address. The personal banker said she would cancel the check numbers they had sent there and would send us a new set with a different series of numbers. This was the first error: once an account's routing number and account number are available, they can be used by anyone, anywhere. The account should**

have been closed immediately.

Just under 2wks later, I saw that there had been checks that I hadn't written going through our account – the numbers were from the number series that was supposed to have been cancelled. This was the second error: the personal banker did not, in fact, cancel the checks as she said she would. It cost us \$767. I notified the fraud department immediately, and they said they would freeze the account. The third error: they did not actually freeze the account. This cost us \$1,103 the very next day.

Long story short, I had to close the account and open a new one. We're \$1,871.45 short. I have jumped through multiple hoops in an effort to speed up the process of getting our money back.

**\$CHECKS cost 121**

**OneBox –**

Jul 23 Jordan, our Phoneline Chair, contacted me and said the OneBox payment had not gone through and that our past phoneline chair had been contacted, as she was the contact person for the account. She paid the bill herself in an effort to regain services as soon as possible.

I tried to contact One Box with the 800# from our bank statement and they said they did not have an account for that number and that they could not help me. I later got a very informative document regarding OneBox, with all kinds of passwords and id numbers, etc.

What happened was that a previous chair (2yrs ago?) had the credit card for the account and was on the bank account. Our previous treasurer, George said the OneBox account was tied to George had, so we did not cancel his card so that the payment could go through. Apparently, the OneBox account was tied to a credit card that a former chair of the area (2yrs ago?) had. When we cleaned up the account and took him off of it, the credit card was cancelled. **Why are there so many people on the account and with active credit cards for the area?**

The treasurer is "the custodian of all Mile High Area Funds." As such, the treasurer is the single point of accountability for our money. There should only ever be 1 credit card associated with the account, and the treasurer should keep this card with the Area treasurer supplies (i.e. not carry it around with them). The only exception to this is the waiting period before the new treasurer receiver his/her card in the mail. At that point, this person should be taken off of the account and his/her card cancelled.

In addition, I suggest the Mile High Area refrain from setting up automatic withdrawals from our account. Paying by credit card is faster and more financially efficient, but the automatic withdrawal system is not necessary. Paying bills monthly will allow the treasurer a firmer grasp on the activity on the bank account – and more accountability.

I will contact OneBox once we have our new account set up. In the meantime, I will write a check to our previous phoneline chair to reimburse her for paying the bill this month.

### Action Items: (OPEN SHARING)

- Donations to Region and World from last quarter
- Budget, Contractual Expenses, Prudent Reserve, Donations – Explanation

→ How do we want to do this in the future? It needs to be clearly outlined in the guidelines

- Step by Step instructions on transitioning from one treasurer to another
- Add specifics of credit card ownership/usage on our account
- Two months without reports → relieve treasurer of position, Assistant Treasurer steps in

### August 2015

AREA		LITERATURE	
Opening Balance	\$ 286.46	Opening Balance	
Income		Income	
7th Tradition	\$ 1,074.24	Expenses	
H&I T-Shirts	\$ 15.00	Closing Balance	
Training Balance	\$ 0.31		
Mountain High			
ASC	\$ 100.00		
Total Income	\$ 1,189.55	ACTIVITIES	
Expenses		Opening Balance	
Travis H	\$ 258.50	Income	
Mailing Labels, Copies		Expenses	
Training	\$ 50.00	Closing Balance	
Q2 Funds			
Scott B	\$ 301.42		
Meeting Lists			
Karl S.	\$ 282.00		
Stamped Envelopes			
Lena S	\$ 8.29		
Copies			
Total Expenses	\$ 900.21		
Opening	\$ 286.46		
Income	\$ 1,189.55		
Expenses	\$ (900.21)		
Closing Balance	\$ 575.80		
Closing Balance	\$ 575.80		

Contractual	
Reserve	\$ 1,398.09
Literature	\$ 1,224.12
Activities	\$ 182.63
<b>Should be</b>	
<b>Available</b>	<b>\$ 3,956.44</b>
Pending at Bank	\$ 1,853.11
<b>Total Available</b>	
<b>Funds</b>	<b>\$ 2,103.33</b>

The highlighted expenses have not been paid out yet, as I still don't have the new checks. I included them in the report because they normally would have been paid out at Area, and the balance is more accurate this way.

**Email address for the treasurer:** [mhasctreasurer@gmail.com](mailto:mhasctreasurer@gmail.com)

Email if you have any questions/concerns that can't wait until next month.

**SUBCOMMITTEE CHAIRS:** Please email budget requests by August 24. We'd like to complete the budget before the holiday weekend.

Thanks for your support and for entrusting me to serve our fellowship.

### **RCM – Brendan**

I attended the regional meeting last month. I have not yet received the minutes and failed to take adequate notes. I will be forwarding the Regional minutes to the mile high secretary when I receive them. P.I. at region will be taking over mailing information for schools outside of the metro area.

Regional Assembly will be Sept. 19th

Training with a GSR training starting at 9:30am and the Assembly starting at 10am.

The location will be at

3205 N 12th St. Grand Junction, CO 81506.

It will be a great assembly for GSRs to attend as The RD will be discussing the future of NA. Please keep in mind that attending assembly is part of the GSRs responsibly according to the guide to local service.

There is a wine festival that weekend in Grand Junction so please reserve your rooms early as they will sell out.

### **CRCNA Liasion – Joanne D**

Greetings,

CRCNA had not met since our last meeting. All is on track for a great convention this year. We have successfully filled our room block with over 295 room nights booked for the convention. We received Early Bird Registrations totaling 146. The Program committee received approval of all workshop and marathon meeting topics. Marathon meetings and hospitality room sign up schedules are available on

[www.nacolorao.org/crcna](http://www.nacolorao.org/crcna) . Our main speakers have been selected and confirmed.

Friday night will be Ozzy C from Mile High, Saturday Night is Jimmy S from Las Vegas, and Sunday morning will be Dominick I from Sacramento. Last month I asked from the home groups recommendations for workshop speakers. Please submit these to me today so I may forward them to the Program committee for consideration. Next

week is our walk thru meeting at the hotel.

As a reminder, the CRCNA guidelines were approved at the last assembly. With that said, the administrative committee for CRCNA XXX will be elected at the next assembly in September that will be held in Grand Junction.

Upcoming Events:

August

08/16/15                      Parking it in Recovery at the Park – Pueblo, 10:00 am – 7:00 pm

08/22/15                      Western Dance/Karaoke – Loveland, 7:00pm

September                      Mexican Dinner/Bingo – Pike Peak

October                      Skate Event

The next CRCNA meeting will be 08/11/15 at 11:00 am at The Westin in Westminster.  
In Loving Service

6. Roll Call: Quorum = 14 (May, June, July)

\*\*\*Add TAT2 & Straight Fax to Roll Call Spreadsheet

7. Elections - NONE

8. Old Business

9. Group Reports (MUST submit to the secretary in writing or email to be added to minutes.)

Misfit Toys – Delete Carrie C from GSRA. Resigned service position.

Bring Your Own Lunch – 3<sup>rd</sup> Thursday of the Month will be a Speaker Meeting.

Peace Out West – As the hosting groups and WRCNA II Liaison I would like to say thank you to the men who have stepped up to become selfless servants to help support the retreat. A special thank you to the individual who donated a full scholarship so women who could not afford to go can go. The support we have received this year from the Mile Hi Area has once again helped us and we once again look forward to women experiencing positive change in their bonding and connecting with other recovering women.

We have only 4 more spots for selfless servants to be of service for the retreat. So far the mens cabin has only been ½ filled. As well as the women whom are going as selfless servants. We opened the retreat to be all inclusive this year for service because we have so many men who expressed believing in woman/sponsoring/woman in recovery. By having this support we are also able to keep the costs more affordable.

Our last fundraiser to help finish paying our contractual agreements will be August 15<sup>th</sup>. Flyers are on the back table. With only two spots left if there is any women in a homegroup who would like to sponsor or send they need to email to

[nawomenrecoveryretreat.reg@gmail.com](mailto:nawomenrecoveryretreat.reg@gmail.com)

You will be working 2-3 hour shifts per meal have full access to all amenities. A \$50 refundable deposit is required when you submit your workcrew application which can be

found at the WRCNA website. This is a great opportunity for the women who cannot afford the \$190 registration fee to still attend and participate in parts of the retreat.

Men will not be participating in the retreat itself and only joining women for the obstacle course/rope challenge, giant swing and have access to the game room, amenities, etc.

It has been a relearning service experience this year while serving as the Peace Out West Mile Hi Liaison for WRCNAII. It goes to prove this program works when you apply it to all areas of your life, even life changing car accidents that damage the way a person processes life on life terms. I want to thank Narcotics Anonymous for my new way of life.

Your selfless Trusted Servant

Caroline B

Group: Together We Can in Steamboat

GSR: Sally P

No changes in meeting schedule

Events-no events in June but we are planning a get together, bar-b-q and boating at Steamboat Lake for 3rd weekend in August.

Needs- none

I will be attending the Area Meeting on Sunday

\$100 Area Donation

11. Reading of Service Prayer –

12. Sharing Session

Joanne D brought up the idea of a Rotational Checklist to aide in the smooth transition of Trusted Servants with the least impact on the Area and to assure adequate training as well as all such matters including emails, mailboxes, financial accounts be signed off from one individual to another. The conclusion of this discussion by the Area body was that all committees as directed by the Area Chair will put together Rotational (training) Checklists which will be reviewed in October die to September being a budget month.

13. Subcommittee Reports

**Activities – Joe, No Report**

**H & I Literature – Kevin**

Value of Inventor is \$4,896.55 (before August sales). I will be doing a physical inventory this month & will report it in September.

**Phone Line – Jordan**

We now have four slots that needs to be filled on- two on Tuesdays from 10 AM-2 PM and one from 2 PM-6 PM, as well as Friday 6am-10am so please announce this at your meetings. We have a vice-chair, and an information line coordinator in training. I could also use a volunteer coordinator to come help train new volunteers. Please talk to me if you're interested.

This month, we checked the meeting list recordings. Next month we are going to work on switching over to a gmail account from our hotmail one in order to coordinate with the rest of the PR subcommittees. We will also be updated the event line in the next month.

We had 9 missed calls this month, and 260 total incoming calls.

Missed Calls:

Sunday 8:07 pm

Monday 11:29 am

Tuesday 9:07 am

Wednesday 9:36 am, 9:26 pm

Thursday 3:49 pm, 12:11 pm

Friday 10:45 pm, 10:42 pm

Thank you for letting me be of service!

Jordan B.

720-237-3073

[jordankay09@gmail.com](mailto:jordankay09@gmail.com)

denvernaphoneline@hotmail.com

**Public Information - Travis, No Report****Training –Sarah L**

Good afternoon. Thank you for allowing me to be of service. Today there were six new GSR/GSR-As for the training this month. This is the highest number of members I have ever had at a GSR/A training, I even ran out of packets. The introduction to service presentation was nicely attended as usual.

I will be out of town for the September area and Kathy K will be doing the intro to service presentation for me, and Bob D. will be taking over the GSR training for me for September. See you in October!

Thank you,

Sarah L., MHASC Training Chair



## **Website, Scott B**

Meeting lists that were printed in August are on the back table. The next time new meeting lists will be printed will be for the August MHASC meeting. There were no requests made for changes to the meeting lists from the last area meeting.

The website email ([milehina@nacolorado.org](mailto:milehina@nacolorado.org)) received one request looking for a specific NarAnon or NarcAnon meeting, I referred them to the NarAnon website.

There is a folder containing forms for requesting changes to the meeting schedule, for listing open service positions, and for listing events and activities to post on the website. Please pass this around and return it all to the web servant by the end of the meeting.

All those types of requests can also be sent to the area email address,

[milehina@nacolorado.org](mailto:milehina@nacolorado.org)

I have implemented an anonymous page visit counter to a few pages in the website to track unique and returning visits. We are currently averaging 116 users per day totaling 2500 page views since July 16<sup>th</sup> with a nearly 50/50 split of new visitors to returning visitors. The only pages currently being logged are the index, meeting list, and events page.

Thank you for allowing me to serve,

Scott B. - MHASC Web Servant

## **PR Coordinator – Dan M, No Report**

### **14. New Business – Motions**

#### **1.) Treasurer Responsibility to the body - PASSED**

To create a responsibility in the guidelines under treasurer responsibilities to read:

“Provides a written report at the Area monthly meeting of all activities during the preceding month. Failure to provide reporting for two consecutive months is considered non-compliance and grounds for removal from position.”

#### **2.) Anniversary & Birthday Announcements - THROWN OUT**

**If you submit a Proposal you must be present for it to be considered. Because the area member who submitted the proposal left the proposal was thrown out.**

### **15. Disbursement of Funds (Outside of approved budgets.) - NONE**

### **16. Action Items for next month - NONE**

### **17. Closing Treasurer's Balance \$\_\_\_\_\_**

18. Announcements / Reminders for next Month

Area will meet 9/13 due to Labor Day & will be a budget meeting. Please submit budgets to Lindsey as necessary prior to September Area.

19. 5:00 pm Adjournment or Motion to Extend Business

*Please be courteous and wait to end of meeting to pack up*